

PURCHASE ORDER

Municipality of Anda

Anda, Pangasinan

Supplier Address: **RICHDOND OFFICE SUPPLIES AND EQUIPMENT TRADING**
Binmaley, Pangasinan

P.O. No. 394-08-2022
 DATE: 8-2-22
 P.R. No. 072022-390
 DATE: 7/18/2022

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: LGU-Anda, Pangasinan

Delivery Term: FOB DESTINATION

Date of Delivery:

Payment Term: COD

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	Pack	3	Battery AAA		
2	Pc.	1	Broom (Soft) Tambo	40.00	120.00
3	Bot.	1	Diswashing liquid	200.00	200.00
4	Pc.	2	Doormat	100.00	100.00
5	Bundle	1	Envelop, (brown)long x 100	120.00	240.00
6	Pcs.	20	Expandable folder long	1,200.00	1,200.00
7	Pcs.	5	Expandable plastic envelop long	40.00	800.00
8	Set	1	File tray	65.00	325.00
9	Pc.	1	Flash drive USB 16gig	550.00	550.00
10	Bundle	1	Folder, Short (per 100pcs)	1,200.00	1,200.00
11	Pcs.	1	Glass Cleaner	750.00	750.00
12	Jar	1	Glue 200grams	280.00	280.00
13	Pc.	1	Ink for stamp pad, violet	80.00	80.00
14	Pc.	2	Insecticide, aerosol type	50.00	50.00
15	Box	3	paperclip 50mm	200.00	400.00
16	Ream	6	Bookpaper multipurpose short substance 20	20.00	60.00
17	Pcs.	6	pentelpen	284.00	1,704.00
18	Pack	3	photo paper	70.00	420.00
19	Pc.	1	puncher	250.00	750.00
20	Box	1	push pin/hammer head type	700.00	700.00
21	Pack	3	toilet tissue paper 2ply	45.00	45.00
22	Bottle	6	Computer Ink Black	120.00	360.00
23	Bottle	10	Computer Ink colored	360.00	2,160.00
				400.00	4,000.00
					16,494.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

RICHDOND OFFICE SUPPLIES AND EQUIPMENT TRADING

(Signature over printed name)

(Date)

Very truly yours,

JOGAIE C. RARANG

(Authorized Official)

(In case of Negotiated Purchase pursuant to Sec. 369 (a) of RA 7160, this portion must be accomplished).

Approved to be purchased thru negotiated purchase per Sanguniang Res. No. _____

Certified Correct:

Date: _____